

# *Technology Planning:*

## *2007 State and District Technology Plans*

January 25, 2007  
Presentation

# [ *Presentation Agenda* ]

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9:00 – 9:30

Session Login

**9:30**

**Session Begins**

9:30 – 9:45

Welcome / Overview

9:45 – 10:15

State Plan Discussion

10:15 – 10:45

Local Plan Discussion

10:45 – 10:55

Closing Comments

**11:00**

**Session Ends**

# [ *Instructional Technology* ]

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# *Instructional Technology*

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## **Technology Planning website:**

[http://dese.mo.gov/divimprove/instrtech/techplan/  
index.htm](http://dese.mo.gov/divimprove/instrtech/techplan/index.htm)

# [ *Session Overview* ]

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- Why have a state technology plan and what should it address
  - 2007 to 2011 Missouri Education Technology Strategic Plan (METSP)
- Why have a district technology plan and what must it address
  - 2007 local technology plan approval process and requirements

# [ *State Tech Plan History* ]

## 1996 Show-Me Tech Plan: Mapping a Brighter Future

- Created for Goals 2000: Educate America Act
- Created with the help of planning committees in 1995
  - “Points of Consideration” to guide and facilitate state and local technology planning
  - Recommendations versus goals and objectives
  - Appendix B: Using Technology in Missouri Schools – A Planning Guide (1994)

# [ *State Tech Plan History* ]

## 1997 Missouri Education Technology Plan

- Created for Technology Literacy Challenge Fund Act and to guide local planning for state approval required for E-rate Program – for the period of 1997 to 2002
- Bridged 1996 state plan and ED's "Technology Pillars"
  1. modern computers
  2. linked to the information superhighway
  3. teacher professional development
  4. high-quality software and online resources
  5. Missouri will involve and collaborate with partners to improve the teaching and learning process with the use of technology
- Census of Technology created to document baseline status and progress

# [ *State Tech Plan History* ]

## 2002 Missouri Education Technology Strategic Plan

- Created for No Child Left Behind Act (NCLB) and to guide local planning as required for Title II.D Program – for 2002 to 2006
- Created with assistance from planning committees that met July 2000 through December 2001
- Based on five Technology Focus Areas (TFAs)
  1. Student learning
  2. Teacher preparation
  3. Administration, data management, and communications
  4. Resource distribution
  5. Technical support
- Census of Technology revised to address new objectives and NCLB goals



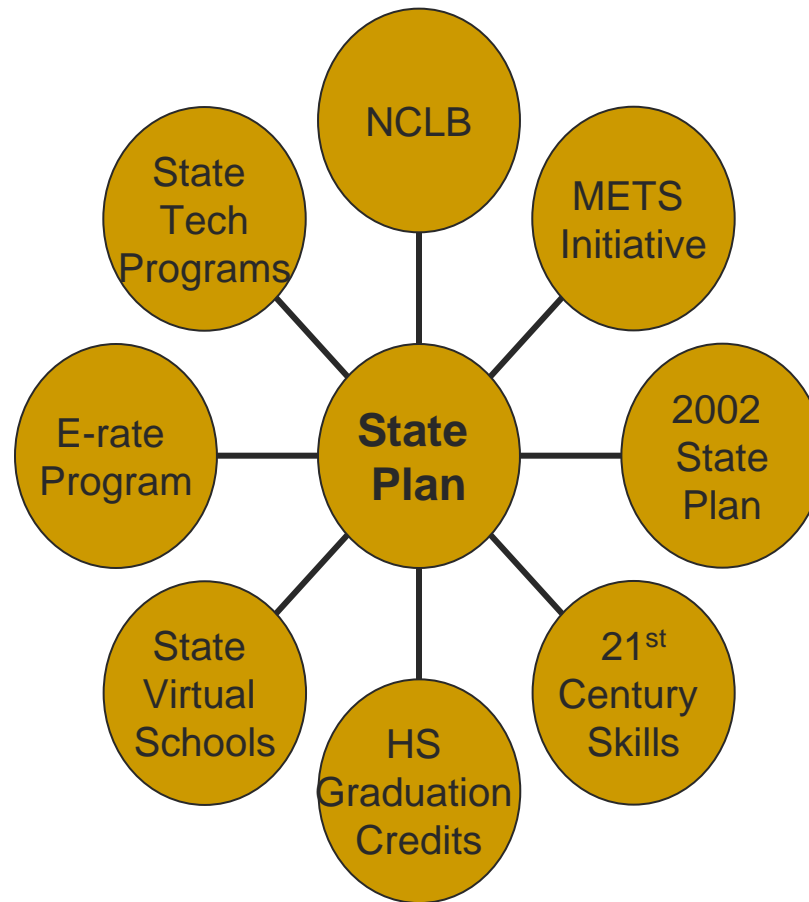
# [ *Lessons Learned* ]

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Different audiences have different needs:

- ED wants measurable objectives that can be aggregated and data to help show impact of program funding
- DESE wants data to document growth and needs, and to indicate and ensure accountability
- District leaders/leading districts want to know where they stand and be recognized for their efforts

# [ 2007 Plan Considerations ]



# [ *2007 Planning Decisions* ]

## The 2007-11 State Plan should:

- build on 2002-06 METSP
- address new challenges and opportunities
- be reformatted based on feedback collected fall 2005
- attempt to collect and disseminate proven practices

# [ 2007 State Plan Overview ]

## 2007 Missouri Education Technology Strategic Plan

- Updates 2002 plan to address period of 2007 to 2011
- Created by planning committees, May 2005 to October 2006
- Is based on the same TFAs
  1. Student learning
  2. Teacher preparation
  3. Administration, data management, and communications
  4. Resource distribution
  5. Technical support
- Emphasizes DESE goals and major implementation strategies versus district goals and objectives
- Might require future revision of Census of Technology

# [ 2007 Plan Key Elements ]

## The 2007 State Plan:

- is based on an assumed set of “essential conditions”
- details examples of “evidence of success” instead of “district objectives”
- presents eight “major recommendations” – actions DESE should take in helping districts use technology effectively and efficiently
- details DESE action steps, partners, and examples of proven practices from across state

<http://dese.mo.gov/divimprove/instrtech/techplan/usingtechplanguide.htm>

# [2007 Plan Essential Conditions]

Conditions essential for successful teaching and high student academic achievement:

- visionary leadership
- strategic long-range plans
- secure and adequate technology budget
- established policies and procedures
- rigorous academic curricula
- well-defined technology integration standards
- high-quality professional development for educators

# [ *Essential Conditions (cont.)* ]

Conditions essential for successful teaching and high student academic achievement:

- robust administration, data management, and communication systems
- variety of readily accessible resources
- tools for diverse learners
- highly skilled instructional technical support staff
- continuous investigation of challenges and opportunities
- promoting and supporting personal, academic, and career goals for students and educators

# [ *Evidence of Success* ]

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## Student Learning – a successful district:

- has educational technology standards embedded in local curriculum
- is implementing a research-based and inquiry-based instructional model throughout the curricula
- uses technology to deliver instruction and to monitor and assess learning
- utilizes technology to help students develop 21<sup>st</sup> century skills



# [ *Evidence of Success* ]

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## **Teacher Preparation** – a successful district:

- has established educational technology standards for teachers and administrators
- is implementing a research- and inquiry-based instructional model throughout the curricula
- uses technology to deliver instruction and to monitor and assess learning
- utilizes technology to deliver instruction and to monitor and assess professional development
- uses technology to assess and develop educator technology literacy

# [ *Evidence of Success* ]

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## Administration, Data Management, Communication – a successful district:

- has a comprehensive, long-range plan for using technology
- has administrative, data management, and communication policies and procedures
- has established a secure, adequate technology budget
- provides and supports appropriate technology administrative systems, appropriate data management tools, and appropriate communication systems

# [ *Evidence of Success* ]

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## Resource Distribution – a successful district:

- provides equitable access to varied, numerous technology tools and resources that promote differentiated instruction
- uses appropriate tools to determine district needs and monitor progress
- establishes and supports essential hardware, software, and connectivity standards

# [ *Evidence of Success* ]

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**Technical Support** – a successful district:

- provides effective technology leadership
- provides adequate instructional support for technology users
- provides adequate technical support for technology users

# [ 2007 Major Recommendation ]

- S1** – DESE should assist districts in integrating technology into curriculum and implementing effective research- and inquiry-based instructional strategies, such as the eMINTS instructional model or equivalent, that address student achievement and 21<sup>st</sup> century learning.

# [ 2007 Major Recommendation ]

**S2** – DESE should assist and support districts in adopting or adapting the NETS\*S achievement rubrics or equivalent to promote and monitor student technology literacy.

# [ 2007 Major Recommendation ]

- T1** – DESE should partner with key stakeholders to assist districts in using and supporting high quality pre-service and in-service professional development that furthers knowledge, skills, and abilities of educators and assists them in integrating technology into curriculum and inquiry-based instructional strategies.

# [ 2007 Major Recommendation ]

**T2** – DESE should assist and support districts in adopting or adapting the NETS\*T and NETS\*A achievement rubrics or equivalent to promote and monitor educator technology proficiency.



# [ *2007 Major Recommendation* ]

**A1** – DESE should assist and support districts in developing and implementing comprehensive local technology plans that support comprehensive school improvement plans.

# [ 2007 Major Recommendation ]

**A2** – DESE should assist and support districts in developing policies and procedures for effective use of technology for administration, data management, and communication systems.

# [ 2007 Major Recommendation ]

**R1** – DESE should assist and support districts in establishing and supporting equitable resources.

# [ 2007 Major Recommendation ]

**TS1** –DESE should assist and support districts in providing sufficient and qualified personnel to provide technical and instructional technology support.

# [ *2007 State Plan Summary* ]

## The State Plan:

- serves as a road map to assist districts in integrating technology in effective and efficient manners
- guides and facilitates local technology planning, funding, implementation, and evaluation
- encourages Missouri educators to share practices which promote effective and efficient uses of technology

# [ *District Tech Plan History* ]

## 1994 Using Technology in Missouri Schools – A Planning Guide

- Developed to help districts plan for effective use of the new technology grants established by Section 11 of the 1993 Outstanding Schools Act
- Detailed the typical process for developing, implementing, evaluating technology plans
  - Committee selection
  - Vision and mission statements
  - Current status and needs assessment data collection
  - Data analysis: strengths and weaknesses
  - Goals and objectives
  - Action plans
  - Implementation and evaluation
- Provided list of local plans available for review

<http://dese.mo.gov/divimprove/instrtech/techplan/usingtechplanguide.htm>

# [ *District Tech Plan History* ]

## Technology Plan Review Score Guide (1997 to 2001)

- DESE informed schools of E-rate opportunity and requirement of state-approved technology plans
  - Provided copy of score guide, aligned with the 1994 Planning Guide
  - Provided plan template (with assistance from the Missouri Distance Learning Association), based on the Gideon district's technology plan

# *District Tech Plan History*

- First peer review conducted in December 1997
  - Department trained review panel members (public and nonpublic school representatives)
  - Reviewers scored eight key elements within five major categories
    - Technology committee
    - Vision and mission statements
    - Assess current technology and analyze data
    - Establish short- and long-range goals and objectives
    - Develop, implement, and evaluate action plan
  - Reviewer choices included Needs revision, Acceptable, Exemplary
  - Passing score was five of eight initially, then six of eight



# [*District Tech Plan History*]

## Tech Plan Review Score Guide (2002-2006)

- Department informed districts of technology plan requirements established by the 2000 NCLB Act
  - Districts given one-year waiver option; could use funds to support technology plan development
  - Department and planning committee launched “Creating a Technology Plan” website April 2001
  - 450 districts submitted plans for approval in 2002

# [ *District Tech Plan History* ]

- Department implemented new score guide, developed with planning committee assistance and aligned to NCLB and the 2002 – 2006 METSP
  - Guide changed to address 20 score elements, with each scored on a scale of one to five
    - Technology committee (5 points)
    - Vision and mission (5 points)
    - Data used to create and evaluate plans (5 points)
    - Goals (5 points)
    - Data analysis, objectives based on strengths and weaknesses, and action plans (75 points – 5 points for each, per TFA)
    - Dissemination, monitoring, and evaluation (5 points)

# [*District Tech Plan History*]

## Reviewer choices

- Needs revision (1 or 2 points)
- Adequate (3 or 4 points)
- Commendable (5 points)

## Passing score

- 60 for E-rate approval
- 75 (with no score below 3) for NCLB approval

# [ *Lessons Learned* ]

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## Vision and Leadership are key to planning success

- Most plans reviewed 1997 to 1999 were basically technology “wish lists” and only a few plans addressed teaching and learning
  - Technology plans should align with and support CSIP plans
  - Reason why planning committees (convened in 2000 to develop state plan and scoring guide) developed TFAs

# *Lessons Learned (cont.)*

- District leaders/leading districts aim for the “commendable” column; others look at the “adequate” – adequate plans suffered predictable problems
  - Lack of leadership and/or ownership
    - Written by single author and/or completed at the 11<sup>th</sup> hour
    - Template/example driven
    - Static document versus dynamic use
  - Ineffective action plans
    - Action plan doesn’t address all categories (e.g., funding)
    - Steps merely continue the status quo

# *Lessons Learned (cont.)*

- Having a 5-year MSIP cycle and 3-year E-rate cycle creates real problems
  - CSIP plan should be sufficient, but not so with conflicting cycles
- Difficult to serve different masters
  - MSIP/CSIP, NCLB, E-rate, METSP
  - Beacon Schools, Distressed Schools, Schools in Need of Improvement

# *Six-Step Process in Creating a Technology Plan*

## Getting Started

Disseminate, Monitor,  
and Evaluate the Tech Plan

Technology Mission  
Statement

Develop and Implement Action  
Plans and Timelines

Current Technology  
Raw Data and Analyze Data

Goals and Objectives

# [*Getting Started*]

- Examine current approved plan
  - Check alignment with CSIP Plan goals and objectives
  - Review goals and objectives
- Review by committee members
  - What worked
  - What didn't work
  - What should be added
  - What should be deleted
  - What should be continued
  - What should be kept but revised



# [ *Technology Mission Statement* ]

- Review
  - Revise if needed
  - Connect/support the District Mission Statement
- Some plans have a vision and a mission statement

# [ *Current Technology / Data* ]

Use **data from various sources** (Census of Technology, MAP, AYP, professional development surveys, needs assessments, etc.)

# [ *Census of Technology (COT)* ]

- COT pages in Word to help prepare
- **NEW** – COT pages with embedded directions and examples to clarify questions
- Core Data Manual instructions

[http://www.dese.mo.gov/divimprove/instrtech/  
statefunded/census/index.htm](http://www.dese.mo.gov/divimprove/instrtech/statefunded/census/index.htm)

# [ *Current Technology / Data* ]

- Determine:
  - what worked or is working?
    - was the objective met? how well?
  - what didn't work or isn't working?
  - what isn't offered that could or should be?
  - determine **strengths and weaknesses**
  - evaluate CSIP, current and future needs

# [*Exemplary Plans*]

There are five 2006 plans to provide examples.

- We have made the plans available as examples of what a good district technology plan might look like.
- Although the formatting varies, all contain quality information that gives guidance for the individual district.
- We offer these plans to give guidance as you develop your district technology plan, and suggest you consult these plans for structure and content.
- However, we do not suggest that these plans are perfect or without room for improvement. As you develop your district tech plan, consult these five plans, but make sure you develop content and a format that is uniquely suited to your district situation.

<http://dese.mo.gov/divimprove/instrtech/techplan/2006exemplary.html>

# [*Example*]

- Goal 1: Improve student achievement (CSIP Goal 1, MSIP 6.4)
  - Met/Progressing/Not Progressing
    - HS – Progressing
    - MS – Progressing
    - Elem – Progressing
  - Strategy 1: Increase access to technology in each elementary building
    - Additional eMINTS classrooms have been added to XYZ Elementary

# [*Example*]

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- Action Step
  - Establish at least one virtual classroom in each building
    - Result: Not a priority in schools
    - Goal/objective status: No immediate plan

# [ *Goals and Objectives* ]

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- One or more goals with objectives for each TFA  
OR  
One overarching goal with multiple objectives
- Refer to CSIP for guidance for format



# [ *Action Plans and Timelines* ]

- Structure the **goals/objectives**
- Determine **strategies** for each objective
- Complete **action plan** that includes:
  - strategies
  - benchmarks (check points during the three-year plan)
  - Person(s) responsible for implementation
  - budget source **\*\*E-rate**
  - dollars needed to achieve strategy **\*\*E-rate**
  - connection of strategy to objective, goal, CSIP, MSIP, TFA

# Example

2006-2009 Technology Plan Goals <i>Technology Focus Area 1—Student Learning</i>						
Objective 1.3: Instructional delivery methods will be diversified beyond the traditional classroom. (District Goal, CSIP Objective 1.1, 1.2, 1.3, 1.4, 1.5, 1.6; 2.1; 3.1 MSIP Standard 9.1.1, 9.1.3, 9.2, 9.3, 9.4, 10.1.1, 10.1.2)						
Action Step/Activity	Time Line	Responsible Person	Review Dates	Est. Cost	Funding Source	Progress Expectations/Measurement
Teachers will use technology based instructional strategies in their lessons.	Aug 06-ongoing	Curriculum Coordinators IITS Dept Teachers Media Specialist	Annual with curriculum review	\$50,000	Professional Development Funds	Provide technology-enhanced lessons through all curricular subjects accessible through Curriculum Tracker. (online curriculum tool)
Continue to provide electronic resources, online courseware (i.e blackboard), and digital video in schools and homes.	Aug 06-ongoing	IITS Dept Teachers Media Specialist	Annual with curriculum review	\$110,000	Operating Fund	Listing of resources available Usage statistics
The district will provide opportunities for online courses.	Aug 07 Ongoing	Assistant Superintendent of Instruction IITS	Annual	None	State Initiative	Opportunities to be available in 07-08 Credits obtained through online courses
Maintain specialized programs for high school credit recovery.	Aug 06-ongoing	Curriculum Coordinators	Annual with curriculum review	\$35,000	Operating Funds	Credits earned Usage statistics
<b>Benchmarks:</b> Review of Curriculum Tracker model lessons, Usage statistics.						
<b>Correction strategies:</b> Review, evaluate and modify as needed to accommodate current curriculum and resources.						

# Example

Action Plans				
<b>Technology Focus Area One: Student Learning:</b>				
<b>Missouri Education Technology Strategic Plan Alignment: 1a 1b 2a 2b</b>				
<b>Goal: Student learning (academic achievement and performance) will be improved through the use of education technologies</b>				
<b>Objective: 100% of students will be computer literate by the 8<sup>th</sup> grade by the 2008-2009 school year.</b>				
MSIP Standard/ CSIP Objective	Action Steps	Person Responsible /Measurement Criteria	Funding Source / Estimated Cost	Timeline /Completion Date
MSIP 1.1 1.2 6.3 6.4  CSIP A-3 B-3	Adopt the NETS standards for Students. (Board of Education) and distribute to all teachers and administrators	Board of Education, eMINTS Coordinator  <i>Board Minutes, Board Policy Manual</i>	No Cost	January 2007
MSIP 1.1 1.2 6.3 6.4  CSIP A-3 B-3	Administer the NETS online technology assessment to all 8 <sup>th</sup> graders. (Middle School Computer Teachers) to ensure that all students are Technology literate.  Administer technology benchmark assessments in Grades 2 and 5.	Middle School Principal, eMINTS Coordinator  <i>NETS online test results</i>	No Cost	May 2007
MSIP 1.1 1.2 6.3 6.4  CSIP A-3 B-3	Distribute K-8 student technology assessment spreadsheets to all classroom teachers and have it scored for each student in grades K -8 each school year. (eMINTS Trainer)	eMINTS Coordinator  <i>Technology Assessment Scoring sheets</i>	Minimal	May 2008
MSIP 1.1 6.1 6.2 6.3 6.4	Implement the Tech Knowledge (SRA) Online computer and technology literacy curriculum in	eMints Coordinator, Curriculum Director	Technology Budget	

# [ *Disseminate, Monitor, Evaluate* ]

## Technology plan should:

- be a living document
- be reviewed often (at least annually)
  - conduct formative and summative monitoring and evaluating
  - check benchmarks during the year
- be shared with patrons regularly
  - communicate plans and achievements

# [ *Writer Checklist* ]

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<http://dese.mo.gov/divimprove/instrtech/techplan/writerchecklist.doc>

# [ Checklist Example ]

## ■ Data Analysis

- Valid, reliable, and current sources were analyzed to identify and list strengths and weaknesses.
- Strengths and weaknesses have been identified at the district and building levels as they relate to:
- CSIP and MSIP goals/standards and state education technology plan goals and objectives
- curriculum, teacher preparation and delivery of instruction
- resource distribution (access) and use
- technical support
- policies and procedures

## ■ Specific to Student Learning TFA

- Student Learning – student learning as it relates to the Show-Me Standards and technology
- Title II.D Program goal for students to be technologically literate by the end of the 8th grade

# [*Checklist Example (continued)*]

## ■ Objectives

- show changes/growth from previous plan
- relate to stated goal(s)
- address
- what progress is expected
- how the progress will be measured
- are attainable and realistic
- will benefit student learning
- correspond to the planned timeline
- address weaknesses identified in data analysis section of each TFA

## ■ Specific to Student Learning TFA

- various learner needs

# [ *Score Guide and Checklist* ]

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## Score Guide

<http://dese.mo.gov/divimprove/instrtech/techplan/scoreguide.doc>

## Score Guide Checklist

<http://dese.mo.gov/divimprove/instrtech/techplan/checklist.doc>



# [ Score Guide Example ]

	<b>TFA 1: STUDENT LEARNING</b>
<OR>	<b>Not Met:</b> Information is missing or inadequate – <b>Revision Note:</b>
<OR>	<b>Met:</b> Required components are addressed. Please provide comments as appropriate or helpful.
	<b>Exemplary:</b> Section is a model for other districts (information, format, etc.) – <b>Exemplary Note:</b>

# [ *Score Guide* ]

## Nine scoring areas

- Introduction, Technology Planning Committee, Mission Statement
- Current Status – Compiling Raw Data
- Goal(s)
- Data Analysis, Objectives, and Action Plans \*
  - TFA 1: Student Learning
  - TFA 2: Teacher Preparation
  - TFA 3: Administration, Data Management, Communication
  - TFA 4: Resource Distribution
  - TFA 5: Technical Support
- Dissemination, Monitoring, Evaluation

# [ Score Guide Checklist Example ]

## \* TFA Action Plans (*option of one overall action plan or one plan per TFA*)

- The action plan addresses identified strengths and weaknesses identified during analysis of data. (\*)
- The plan details the TFA goal and objectives cross-referenced to CSIP and state tech plan goals and objectives, implementation strategies, progress expected and measure, begin/review/end dates, estimated cost and funding source(s), person responsible. (\*)
- The plan's objectives are measurable, realistic, and will result in beneficial change and advance teaching and learning. (\*)
- The plan details correction strategies for implementation steps.

*To be approvable, district long-range plans must address all asterisk items, for school years 2007-08, 2008-09, and 2009-10. State approval is effective through June 30, 2010.*

# [ *Cover Sheet* ]

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<http://dese.mo.gov/divimprove/instrtech/techplan/coversheet.doc>

- District Name:
- County-District Code:
- Contact Person: Position:
- Telephone:
- Contact telephone May 1 – June 30:
- Fax:
- Email:
- Local board approval date:

# [ *2007 State Approval Process* ]

- Two paper copies of the district plan with a cover sheet attached to each copy.
- Send to Department of Elementary and Secondary Education: Due April 15
- Score guide consolidated to be shorter and require comments from scorers
- Electronic score guide
- Automatic addition of score
- Score guides sent to DESE via zip drives

# [ *Reader Volunteers* ]

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- Application form on web
- Read in several regions of the state
- One-day commitment
- Training provided

<http://dese.mo.gov/divimprove/instrtech/techplan/readerapp.doc>

# [*Questions and Comments*]

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Instructional Technology

<http://dese.mo.gov/divimprove/instrtech/>

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